



# Agency Benefits Coordinator Meeting Transfers

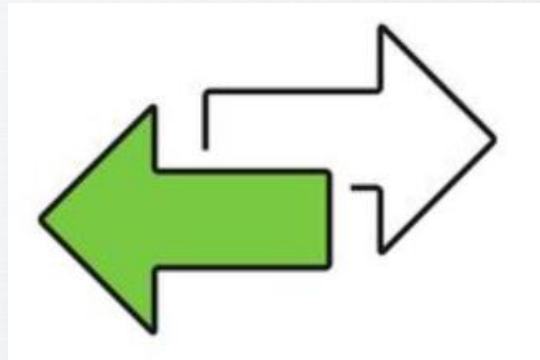
August 2019

# Higher Ed to Higher Ed Transfers: True Transfers Defined

- An employee leaving the University of Tennessee or Tennessee Board of Regents agency to join another Higher Ed agency without a break in employment is considered a true transfer. The employee will NOT be required to meet a new eligibility period **(one full calendar month requirement is waived)**.
- A true transfer occurs only when an employee leaves an agency one business day and starts with the new agency the next business day.

# Example of True Transfer

- Employee leaves one agency on Friday, May 31<sup>st</sup> and starts with the new agency on Monday, June 3<sup>rd</sup>



# Other Transfer Examples

- Employee leaves one agency on Friday, June 7<sup>th</sup> and starts with the new agency on Monday, June 24<sup>th</sup>
- Employee leaves one agency on Friday, June 28<sup>th</sup> and starts with new agency on Monday, July 8<sup>th</sup>

# Higher Ed to Higher Ed Transfers: eForms and Billing

- As the hiring agency - Enter the Hire eForm after billing has confirmed

Example: Hire date is June 24<sup>th</sup>; Hire eForm should be entered July 2<sup>nd</sup> with a June 24<sup>th</sup> hire date

- As the losing agency - Approve the Hire eForm after billing has confirmed



# Termination Information

- Action/Reason Code – **Termination/X-Benefits Higher Ed Transfer** should be used for true transfers or transfers that occur in the same calendar month.
- Action/Reason Code – **Termination/X-Benefits Emp Resignation** should be used for someone with a gap in employment that crosses months, if you are unsure if they are transferring, or if you know they are not transferring.

# Higher Ed to Higher Ed Transfers: Who pays for what?

- True Transfer: Leave one agency on Friday, May 31<sup>st</sup> and start with new agency on Monday, June 3<sup>rd</sup> = Gaining Agency Pays
- Transfer within the same month: Leave one agency on Friday, June 7<sup>th</sup> and start with new agency on Monday, June 24<sup>th</sup> = Losing Agency Pays

# Higher Ed to Higher Ed Transfers eForm Process

- Search for a Person in Hire eForm

## NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Clear

Search

☒ Active Job ☒ Inactive Job \*blank = No NP Job Record 

Add New Person

Results <div>Find    &lt; 1 of 1</div>			
Empl ID	Empl Record	Job	Name
<a href="#">00465436</a>	0	<input checked="" type="checkbox"/>	April Benefits



# Higher Ed to Higher Ed Transfers eForm Process

## Create a Hire eForm

### Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 252010

#### Personal Information

SSN XXXXX5384

Empl ID 00465436

\*First Name April

Middle Name

\*Last Name Benefits

\*Date of Birth 04/01/1979

\*Gender Female

\*Marital Status Married

#### Home Address and Phone

\*Address Line 1 123 Main St

Address Line 2

\*City Clarksville

\*State TN

\*ZIP 37042

\*Telephone 615/770-3833

\*County Montgomery

\*Email anywhere@tn.gov

<< Previous

Save & Next >>

<< Search

Close

# Higher Ed to Higher Ed Transfers eForm Process

## Create a Hire eForm

### Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits

Empl ID 00465436

eForm ID 252010

#### Job Data

\*Effective Date  

Action REH \*Reason

\*Position Number  

Business Unit:

Department:

Location Code:

\*Empl Class

\*Vision Offered ☐ Yes ☐ No

#### Comments

Your Comment:

Submit

Close

# Higher Ed to Higher Ed Transfers eForm Process

## Losing Agency Email

**Important Note:** If you get this email, DO NOT terminate the employee  
On the Non-Payroll Job Data page. It WILL cause issues.

**This following is an example of the email the losing agency ABCs will receive.**

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

Click on the link below to enter the form in order to review the data and act on the form.

[https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G\\_NPAF.G\\_NPAF\\_ALL\\_E.GBL?  
Page=G\\_NPAF\\_ALL\\_E&Action=U&G\\_FORM\\_FAMILY=NP\\_EPAF&G\\_FORM\\_ID=252010&G\\_FORM\\_TASK=EVL](https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G_NPAF.G_NPAF_ALL_E.GBL?Page=G_NPAF_ALL_E&Action=U&G_FORM_FAMILY=NP_EPAF&G_FORM_ID=252010&G_FORM_TASK=EVL)



**Click the blue hyperlink. You will need to log into Edison.**

# Higher Ed to Higher Ed Transfers eForm Process

## Losing Agency eForm Actions

**Notice**



### Evaluate a NP\_EPAF Family Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### Search Criteria

eForm ID:	begins with	252010
Empl ID:	begins with	<input type="text"/>
Empl Record:	begins with	<input type="text"/>
Effective Date:	begins with	<input type="text"/>
Original Operator:	begins with	<input type="text"/>
Originated Date From:	>=	09/02/2016
Originated Date Thru:	<=	<input type="text"/>
Workflow Form Status:	=	<input type="text"/>

☐ Case Sensitive

**Click Search**



Search

Clear

Basic Search



Save Search Criteria



# Higher Ed to Higher Ed Transfers eForm Process

## Evaluating Step 1 Hire eForm

Notice →

Notice →

Notice →

### Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name	April Benefits	Empl ID	00477934	eForm ID	252010
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**Job Data**

Last Day of Coverage	09/30/2016	Requested Date of Hire	09/18/2016
*Department Action	<input type="text"/>	Calculated Date of Hire	09/18/2016
*Reason Code	<input type="text"/>	Calculated Term Date	08/31/2016

**Comments**

Your Comment:



# Higher Ed to Higher Ed Transfers eForm Process

## Department Actions

### Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits Empl ID 00477934 eForm ID 252010

#### Job Data

Last Day of Coverage 09/30/2016

Requested Date of Hire 09/18/2016

Calculated Date of Hire 09/18/2016

Calculated Term Date 08/31/2016

Notice

\*Department Action

\*Reason Code

Agree - Use Proposed Date  
Employee Not Losing Coverage  
Override Last Day of Coverage

#### Comments

Your Comment:

Comment History:

Approve

<< Previous

Recycle

Close

# Higher Ed to Higher Ed Transfers eForm Process

## Reason Codes

### Evaluate a Hire eForm

#### Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits Empl ID 00477934 eForm ID 252010

#### Job Data

Last Day of Coverage 09/30/2016

Requested Date of Hire 09/18/2016

Calculated Date of Hire 09/18/2016

Calculated Term Date 08/31/2016

\*Department Action Agree - Use Proposed Date

\*Reason Code

- X-Benefits Agency Request
- X-Benefits Emp Involunt Term
- X-Benefits Emp Resignation
- X-Benefits Gross Misconduct
- X-Benefits Higher Ed Transfer
- X-Benefits Term-Admin Decision

Notice

#### Comments

Your Comment:

Comment History:

Approve

<< Previous

Recycle

Close

# Higher Ed to Higher Ed Transfers eForm Process

## Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.

Form ID 252010 for April Benefits was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-18

Hire Date Used: 2016-09-18

Notice the Hire Date Request and Used

Click the link below to view the form.

[https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB\\_G\\_NAV.ISCRIPT1.FieldFormula.IScript\\_LaunchFormWithID?G\\_FORM\\_ID=252010&G\\_FORM\\_TYPE=NPHIRE&G\\_FORM\\_TASK=VWS](https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?G_FORM_ID=252010&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS)

Click the blue hyperlink. You will need to log in or be logged in Edison.

# Higher Ed to Higher Ed Transfers eForm Process

## Evaluating an Override Step 2 Hire eForm

### Evaluate a Hire eForm

#### Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

**Name** April R Nashville      **Empl ID** 00477934      **eForm ID** 252014

#### Job Data

\*Last Day of Coverage 10/31/2016 

**Requested Date of Hire** 09/19/2016

\*Department Action Override Last Day of Coverage ▼

**Calculated Date of Hire** 10/01/2016

\*Reason Code X-Benefits Emp Resignation ▼

**Calculated Term Date** 09/30/2016

#### Comments

##### Your Comment:

Change last date of cover from 09/30/2016 to 10/31/2016. 

##### Comment History:

\*\* Mon, Oct 3 16, 08:24:04 AM  
HD Change Transfer

Approve

<< Previous

Recycle

Close



# Higher Ed to Higher Ed Transfers eForm Process

## Gaining Agency Email

**This following is an example of the email the gaining agency ABC's will receive for a  
Override Last Day of Coverage.**

Form ID 252014 for April Nashville was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-19

Hire Date Used: 2016-10-01

**Notice the Hire Date Request and the one used.  
With this hire date the benefits will start on 2016-11-01**

Click the link below to view the form.

[https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB\\_G\\_NAV.ISCRIPT1.FieldFormula.IScript\\_LaunchFormWithID?  
G\\_FORM\\_ID=252014&G\\_FORM\\_TYPE=NPHIRE&G\\_FORM\\_TASK=VWS](https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?G_FORM_ID=252014&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS)

**If you wish to enter the benefits now.  
Click the blue hyperlink. You will need to log in or be logged in Edison.**



# Higher Ed to Higher Ed Transfers eForm Process

## Employee Not Losing Coverage

**Evaluate a Hire eForm**

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

**Name** April Benefits      **Empl ID** 00477934      **eForm ID** 252010

**Job Data**

\*Department Action Employee Not Losing Coverage ▼

**Comments**

Your Comment:

**Comment History:**  

\*\* Sun, Oct 2 16, 11:26:37 PM  
Test for transfer

Approve

<< Previous

Recycle

Close

# Higher Ed to Higher Ed Transfers eForm Process



Edison Erp Aug 22, 2016 11:49



Form #279830 for [REDACTED] is in a holding error in the Integration Broker because it falls into the Transfer Scenario. Please review the data to determine whether this will be a Termination/Rehire or whether this will be a concurrent active employee record.

Click the link below to View the form.

[https://sso.edison.tn.gov/psp/hrprd/EMPLOYEE/HRMS/s/WEBLIB\\_G\\_NAV.ISCRIPT1.FieIdFormula.IScript\\_LaunchFormWithID?](https://sso.edison.tn.gov/psp/hrprd/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieIdFormula.IScript_LaunchFormWithID?)

[G\\_FORM\\_ID=279830&G\\_FORM\\_TYPE=NPHIRE&G\\_FORM\\_TASK=VWS](#)

Form ID: 279830

Name: [REDACTED]

Empl Rcd: 0

If this will be a Termination/Rehire, once the termination is processed, this form can be re-processed through the eForm Administration Tool to trigger the rehire row to be added.

If this will be a concurrent record, the Job Data will have to be manually entered. Afterward, in the eForm Administration Tool, the Integration Broker message should be cancelled and the form should be set to Executed.